

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Tuesday 19 March 2019 at 4.00 pm in Meeting Room 1, North Street.

PRESENT:

Julia Evans (Chair)
Mike Berry
Simon Bray
Andrew Kenny
Caroline Meehan
Rachel Lindley
Dr Ivan Nip
Peter Norris
Derek Packer
Mark Roper
Professor Dave Russell
Marc Townsend
Derek Whitehead
Sarah Wilson
Derek Whitehead

IN ATTENDANCE:

David Pullein (Vice Principal - Finance & Resources)
Craig Williams (Clerk to the Corporation)
Jane Hobbs (Quality Improvement & Enhancement Manager – Item 7)
Nancy Fearnside (PA - minutes)

**ACTION
BY AND
TARGET DATE**

1. CHAIR'S AND GOVERNORS' COMMUNICATIONS

1.1

The Chair noted that B Tanna had sent out updates on the Portal on 4 February 2019 and 4 March 2019. N Fearnside had sent out the Governors' Communication on 11 February 2019. If Governors had any difficulty accessing these updates they should let N Fearnside know.

1.2

A Kenny gave a brief update following the Student Liaison Committee on 29 January 2019. Fourteen students had attended (13 Apprentices and 1 BTEC student). Issues raised at the previous meeting had been addressed. Issues raised at this meeting included cramped workshops, request for more tools and students also raised the question of a smoking shelter at Hunslet.

1.3

P Norris noted that the Audit Committee had taken place prior to this meeting; Items 12 and 13 had been discussed at the Audit meeting.

1.4

M Berry gave an update following the Search & Governance meeting on 12 March 2019. The Board currently has a complement of 15 Governors, with two vacancies. The need for two qualified accountants on the Board (as recommended by the AoC) was noted; R Lindley stated that she is a qualified accountant and the Clerk apologised for this oversight.

1. CHAIR'S AND GOVERNORS' COMMUNICATIONS (comments)

1.4 (continued)

An application has been received from Mark Scott (Civil Engineer), this was considered and an informal interview with a Panel of Search & Governance members would take place.

M Berry noted that M Townsend is leaving the College and congratulated him on his new job. The process to secure a replacement Staff Governor (Business Support) has commenced.

The Student Governor Role Descriptor had been discussed and approved and the Clerk would present this at the next Student Liaison Committee.

The Review of the English Colleges Code of Good Governance was presented, and it was agreed that this would be shared with the Executive Team for comments / sense check.

Board attendance is currently 87% and Board / Committee combined is 86% (80% and 82% respectively in 2017/18).

Good progress has been made on the 2018/19 Governance KPIs and Development Plan, except for attendance by Governors at AoC events.

The Remuneration Code for Senior Post Holders was discussed and recommended for adoption by the Board (Item 15 on the Board agenda).

A review of the Chair (Framework) was approved, with one or two minor amendments.

A full report on the Board Away Day evaluation would be presented at the next Search & Governance meeting.

1.5

M Townsend had attended the AoC Staff Governance Conference and gave a brief overview of the agenda. He had spoken to other colleagues and had reassurance of the quality of the College's Board / model regarding transparency and timeliness of reports etc.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Hafza Zaheer.

3. DETERMINATION OF ATTENDEES / OBSERVERS

The Corporation agreed attendees / observers at the meeting as per the attendance list.

4. DECLARATION OF INTEREST

D Whitehead, D Pullein and C Williams declared an interest in Item 15.

5. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meetings held on 11 January 2019 and 22 January 2019 were approved as a true record, with the following exception:

Item 4 (Page 2) in the 11 January 2019 minutes should state “strong aptitude in Teaching, Learning & Assessment”.

6. MATTERS ARISING

12 January 2019

6.1 Ref Min 4

All points have been actioned. D Whitehead confirmed that the new Vice Principal – Teaching, Learning & Quality would be starting on 1 May 2019; she has already met with several managers to date. D Whitehead also noted that she would be involved in the interviews for a replacement Quality Improvement & Enhancement Manager / Quality Improvement & Enhancement Co-ordinator.

22 January 2019

6.2 Ref Min 8 (summary of action points 13 November 2018)

D Whitehead noted that this had been reported at the Governors’ Away Day in I Matharu’s presentation on Maths & English and would also be covered under Item 7.

6.3 Ref Min 1.2

The Clerk noted that contact details have been received from A Kenny for a potential Governor and he would follow this up.

6.4 Ref Min 7

Actioned.

6.5 Ref Min 8

The Clerk reported that C Meehan has agreed to take on the Designated Safeguarding Governor role.

6.6 Ref Min 8

D Pullein would check on this action point with K Rolinson. *After the meeting, K Rolinson has confirmed that she spoke to J Miah and agreed that peer to peer abuse would feature in the next policy update.*

6.7 Ref Min 9

D Pullein would check on this action point with K Rolinson. *After the meeting, it was confirmed that the next Equality & Diversity report in November would include an appendix concerning gender pay.*

6.8 Ref Min 13

The Clerk noted that the ATL spreadsheets within Item 11 have superseded the previous ones and were now on the Governors’ Portal.

6.9 Ref Min 13

Covered under Item 17.

6.10 Ref Min 17

Covered under Item 11.

6. MATTERS ARISING (continued)

6.11 Ref Min 18

Actioned.

7. PERSONAL DEVELOPMENT BEHAVIOUR & WELFARE PRESENTATION

D Whitehead introduced Jane Hobbs (Quality Improvement & Enhancement Manager) who would be giving a presentation on Personal Development Behaviour & Welfare.

The following key points were noted:

- The focus of PDBW is to produce students who are confident, self-assured, display positive behaviour for learning and engage well with their study programmes.
- An overview of the positive headlines from the 2017/18 Self Evaluation was given.
- Areas for Improvement from 2017/18 Self Evaluation / PIAP were noted.
- Progress so far included English & Maths restructure, appointment of Work Placement Officers, starting point methodology (an average of best 5 GCSE grades), Entry requirements and progression strategy, minimum target grade, Gatsby Benchmark, Prevent / PLiMB, progression / destination data.
- Attendance currently 88% (Maths & English 78%) and Punctuality 96% (Maths & English 92%). A 10% difference between College and Maths & English attendance was noted and although 6% improvement made, more needs to be done.
- Average progress scores in English and Maths was -0.54; legacy data has had a major impact on this. Internal progress data is better.
- The number of work placements completed to date was 121. Many students have taken part in further employability skills such as visits to sites, team building, projects and employer / manufacturer inputs.
- An overview of the new Education Inspection Framework (EIF) was given, building on D Whitehead's presentation at the Governors' Away Day.
- An overview of the new Behaviour and Attitudes and Personal Development judgements was noted.
- Data needs to be developed to mirror the Ofsted dashboard and demonstrate the impact of strategies.

D Russell queried what PLiMB stood for; J Hobbs stated that the referred to Preparing for Life in Modern Britain. This is a unit of work carried out in the first year covering Citizenship, responding to challenges, keeping students safe etc. and works hand in hand with Prevent.

M Berry queried the Ofsted Data Dashboard. J Hobbs stated that Ofsted can get headline data regarding punctuality / attendance; January data had been released and a March update would be released soon. She noted that the lines of reporting are now easier and cleaner due to ProMonitor being in place.

M Berry noted that he had carried out walk-throughs with D Packer and the majority of 16-18 year-old students had confirmed they had been on work placements. It was noted that office-based work placements are easier to obtain than Construction Craft areas and it was acknowledged that more work placements needed to be achieved.

7. PERSONAL DEVELOPMENT BEHAVIOUR & WELFARE PRESENTATION

(continued)

M Berry noted that the College targets specific industry related work placements (unlike general FE) and this needs to be acknowledged and celebrated. D Whitehead noted that access to work placements is a key issue and unfortunately, it was a struggle to ensure all those ready would receive full work placements. However, strategies and improved systems are in place, and a full team of three Work Placement Officers are working hard to achieve this. Work Experience also includes: employer talks, site / manufacturer visits, together with project-based work experience (community projects) that is recorded as “valuable work experience” and is going very well to support students.

D Packer asked if details of the companies that take work placements could be shared. D Whitehead stated that a full list is available in Work-based Learning. If Governors know of any companies interested in taking on work placements they could be referred to D Whitehead. D Whitehead emphasised that students’ safety is a priority first and foremost but agreed that more companies were required to offer work placements. It was noted that the 45 days required in the proposed new ‘T’ Levels will be difficult to fulfil.

M Roper queried whether the delivery times for Maths & English lessons had been changed. D Whitehead confirmed that this had been done and Maths & English is now done between vocational lessons.

A Kenny queried the destination data. D Whitehead stated that DIS has improved the College’s way of collecting destination data.

D Whitehead noted that J Hobbs is leaving the College shortly and thanked her for her valuable contribution and hard work, which he felt had made a big difference.

The Chair thanked J Hobbs for her presentation. The Clerk confirmed that this would be uploaded on to the Governors’ portal for information.

CW
2 April 2019

8. REVISED HE STRATEGY 2019-2022

D Whitehead presented the revised Higher Education Strategy 2019-2022, which he had supported B Duffy in updating and thanked B Duffy for a thorough and detailed document. The changes were highlighted in yellow.

D Whitehead noted that confirmation of Office for Students registration had just been received today and the College is now on the OfS Register. The letter confirming this had been passed to the Chair and would be brought to the next Board.

DW
30 April 2019

M Roper asked about employer groups and D Whitehead confirmed that the College is involved in the TAC Consortium and Civils Consortium, amongst others.

P Norris noted that numbers were reducing; D Whitehead stated that this was due to some programmes being extended.

8. REVISED HE STRATEGY 2019-2022 (continued)

D Russell noted that this was a very detailed and clear strategy. He queried the Degree Apprenticeships and D Whitehead confirmed that these were fee capped.

The Corporation approved the revised HE Strategy for 2019-22.

9. UPDATE ON PHASE 2

D Pullein noted that the lifts had been completed and commissioned on 4 March 2019. The whole building is now operational, and the College has taken possession of all floors, however, full practical completion is still required. The two main issues holding this up are the roof cladding and LEV in the Welding Workshop.

Claiming funding from the WYCA is still an issue but invoices are being raised as appropriate to enable monies to be drawn down.

D Pullein confirmed that the North Street refurbishment will be completed shortly, and the College will have vacated Millwright Street by the end of April 2019.

M Roper queried the liquidated damages; D Pullein confirmed that these have now stopped. A discussion on whether the College wanted to give some of this back as a goodwill gesture would be required at some point.

D Packer raised his concern regarding health & safety issues due to lack of practical completion. D Whitehead stated that the welding workshop was not being used due to the LEV issues, but access was available to the rest of the building. D Whitehead had arranged a contingency with Harrogate College to use their Welding workshops to ensure Apprentices could complete their programmes; evening groups have been stopped. D Pullein confirmed that legal advice has been taken throughout the handover process and emphasised that students' safety is paramount.

R Lindley raised the question of whether the College would get the residual capital grant money back that it was currently spending; D Pullein felt that this was a low risk.

Dr I Nip queried the WYCA deadline for funding. D Pullein stated that the deadline was 31 March 2019, excluding retention monies.

A Kenny raised the question of the ventilation issues and D Pullein confirmed that the Project Manager is progressing this.

D Whitehead raised the question of the name previously approved by the Board, ie Joseph Aspdin Building, and requested the Board's support in changing this to "Leeds College of Building South Bank 1" and "Leeds College of Building South Bank 2". After discussion this was agreed. The Clerk felt that Councillor Geoff Driver should be contacted to explain that the name had been changed and D Whitehead would action this.

DW
4 April 2019

The Corporation noted the update on Phase 2.

10. LEEDS LEARNING ALLIANCE

D Whitehead presented Item 11 and gave a brief overview and the key risks were noted.

M Berry queried whether the College would be liable if the Trust was dissolved with unpaid debts; D Whitehead confirmed the liability was £10.

R Lindley raised the question of progression agreements that would be beneficial for the partners and College. D Whitehead reported that this would be one of the key areas to progress and these would be developed as the membership progresses.

S Bray felt that this was an opportunity the College could not really miss, but queried staff involvement on joint activities. D Whitehead confirmed that the College would only embark on initiatives if they would benefit the College / students and staff capacity was available.

M Roper declared an interest in this item as he is a Governor of a local Academy but did not feel there was a conflict of interest.

A Kenny asked if the Trust would have global targets overall. D Whitehead stated that at present all the energy was in pulling the LLA together; each organisation would still run independently but where there were shared and common goals targets as appropriate would be set.

D Whitehead requested that the Corporation formally approved the College signing up to the LLA, subject to further clarification of details in the Articles of Association regarding termination where it states, "the membership is terminated if the member resigns by written notice, unless after the resignation there would be less than two members".

The Corporation approved the College signing up to the LLA, subject to the above.

11. PERFORMANCE MANAGEMENT REPORTS

D Whitehead presented the Performance Management Reports for 2018/19 (as at 5 March 2019) and gave a brief overview.

All Levels 16-18 (including Maths & English) Retention 94.5% (-0.2% on same period last year). All Levels 19+ (including Maths & English) Retention 95.3% (-1.9% on same period last year). Details of withdrawals were included. Breakdowns were shown at Levels 1, 2 & 3.

Apprenticeships (All Levels) Overall Achievement Rate (OAR) is 83.2% (+1.1% on same period last year) and Timely Achievement Rate (TAR) is 74.2% (-4.4% on same period last year); details of withdrawals were included. D Whitehead flagged concerns regarding TAR, particularly Level 2, and shared strategies that were in place to optimise achievement timeliness.

Higher Education Retention is currently 97.2%. 14-16 provision Retention is 98.6% (-1.4% on same period last year).

11. **PERFORMANCE MANAGEMENT REPORTS** (continued)

D Whitehead reported that overall Retention remains very strong across the College. The main area of concern is Intermediate Apprenticeships (TAR).

Attendance at College Level is 87.76% (+0.67% on previous year), with Maths & English 77.05% (+0.26% on previous year).

Punctuality at College Level is 95.76% (-0.35% on previous year), with Maths & English 90.52% (-1.08% on previous year).

The Maths & English update was noted. Achievements are being banked in-year and details of GCSE and Functional Skills Maths & English achievements to date were noted.

An update on the PIAP was included and D Whitehead outlined the continuing actions. A full update on the PIAP would be presented at the next meeting.

DW
30 April 2019

Achieve Through Learning

19+ retention overall is currently 92.6% (-1.3% on the same period last year). Apprenticeships OAR is 91.1% (+4.4% on the same period last year) and TAR is 72.5% (-5.2% on the same period last year).

Detailed spreadsheets were included for information. D Whitehead asked if Governors still wanted to receive these spreadsheets; it was noted that the overall report was detailed and summarised key points that Governors were comfortable with and agreed the spreadsheets could be uploaded on to the Governors' Portal.

NF/BT
24 April 2019

M Berry noted that 16-18 and 19+ data is like last year and the only way to improve the Achievement rate is to increase the Pass rate, but he acknowledged that Retention would not improve.

M Berry noted that several students have transferred from Functional Skills to GCSE and asked whether this would impact on Achievement rates. D Whitehead stated that it would not as the few that have moved over are classed as transfers. Functional Skills overall are doing reasonably well and if all students are retained and the majority pass the National Rate would be exceeded.

M Berry noted the minor concern on Level 2 Intermediate Apprenticeships and the widening gap between OAR and TAR. He acknowledged that the best case could not be improved and was pleased to hear various actions have been put in place to support the timely achievement of existing Apprentices.

D Whitehead confirmed that pass rates in vocational areas were very high last year and curriculum teams do not feel there will be much difference this year.

D Whitehead stated that staff would continue to focus on Maths & English and keep the needed momentum going. Predicted Achievement Rates would be brought to the Board in June 2019, as previous years. Team are trying to improve retention / attendance and targeted interventions are in place regarding Maths & English where appropriate. The key unknown is GCSE results, although staff know exactly what progress students are making in year through the vastly improved monitoring and recording systems.

DW
4 June 2019

11. PERFORMANCE MANAGEMENT REPORTS (continued)

M Roper suggested that OAR / TAR are measured against National Rates rather than previous years. D Whitehead stated that Ofsted do look at a three-year trend analysis; currently OAR is well above National Rate and TAR is also still above NR, but as the report shows Intermediate Level 2 is a concern, together with the gap between OAR and TAR.

Dr I Nip queried the Higher Apprenticeship OAR figure for Achieve Through Learning, at 58% this was below the TAR. D Whitehead would investigate this and report back to Dr I Nip via email.

DW
8 April 2019

M Berry noted that several Higher Level Apprentices had left Achieve Through Learning; D Whitehead stated that six Apprentices had withdrawn due to leaving their original employer and the new employer not wanting them to continue. Prof D Russell felt the majority of Apprenticeships, and across longer programmes, were doing well and particularly HLA at LCB.

A Kenny queried the progress measures, which D Whitehead reported are improving.

The Corporation noted the Performance Management Reports.

12. PERFORMANCE INDICATORS BY THE AUDITORS OF FINANCIAL STATEMENTS 2017/18 (GRANT THORNTON)

D Pullein presented the Achievement of Performance Indicators by the Auditors of Financial Statements 2017/18, which had been discussed at the Audit Committee earlier. Item 5 was discussed by Audit members and a score of 3 agreed, mainly due to Grant Thornton and Wylie & Bisset only needing to liaise when any issues arose.

The Corporation noted the Achievement of Performance Indicators by the Auditors of Financial Statements for 2017/18.

13. BUSINESS CONTINUITY TERMMLY REPORT

D Pullein presented Item 13 – Business Continuity Termly Report for the period October 2018 to March 2019.

Managers had been asked to look at their risks to try to reduce the number on the Risk Register; the Risk Register currently has 155 risks, which is a slight reduction on the previous report.

The report had been discussed by the Audit Committee and they have requested that some mitigation statements on the Risk Register be revisited.

The Corporation noted the Business Continuity Termly Report.

14. MANAGEMENT ACCOUNTS

D Pullein presented the Management Accounts as at 28 February 2019.

14. MANAGEMENT ACCOUNTS (continued)

D Pullein reported that the ESFA have now stated they will pay for over delivery of co-funded Apprenticeships up to March 2019, subject to sufficient funds being available. However, this presents a problem for next year and the allocation for new starts will be reduced. Some modelling needs to be carried out internally and the Board would be kept updated on any risks.

D Pullein noted that the 10% employer contribution is being reduced to 5%, which could stimulate more demand, but funding this would be an issue.

M Roper stated that he would be happy to speak out on behalf of employers regarding this funding issue. D Whitehead confirmed that he had raised this with C Meehan at the recent FMB Board.

D Russell queried the 10% employer contribution. D Whitehead stated that under non-Levy funding employers contribute 10% and the Government funds the remaining 90%. However, there has not been a huge demand from non-Levy paying employers, which has caused a decline nationally in Apprenticeship take up, and therefore the contribution payable by employers has been reduced to 5%. Also Levy paying companies can now pass 25% of their Levy to support their supply chain.

The Corporation noted the management accounts.

15. AoC REMUNERATION CODE

The Clerk presented Item 15 for approval.

The Search & Governance Committee considered the Colleges Senior Post Holder Remuneration Code in detail at its meeting on 12 March 2019. The Remuneration Code has been referred to the Performance & Remuneration Committee for compliance considerations.

The Corporation approved the adoption of the Colleges Senior Post Holder Remuneration Code.

16. WHISTLEBLOWING POLICY & PROCEDURES

D Pullein presented the revised Whistleblowing Policy & Procedures, which had been discussed at the Audit Committee earlier. R Lindley had raised the question of whether this Policy could discourage whistleblowing and D Pullein had agreed to ask K Rolinson to look at this further and if necessary liaise with R Lindley regarding this and scope in to any future review (if necessary).

R Lindley asked which Act this Policy had been implemented under and suggested that a reference to this was included.

DP/KR
30 April 2019

However, it was agreed that the Policy should be recommended for approval by the Corporation to ensure the College has an approved Policy in place.

The Corporation approved the revised Whistleblowing Policy & Procedures.

17. MANAGEMENT STRUCTURE

D Whitehead presented Item 17 and gave a brief overview of the Management Structure. D Whitehead noted that S Rees has not been replaced as the Maths & English area has been strengthened by the appointment of an Assistant Faculty Director and Head of English and Head of Maths. He was confident the team now in place would move the college forward.

An Assistant Faculty Director of Student Support has also been appointed. The two Directors (Construction Crafts / BSE, HE & Construction Management), AFD English & Maths, AFD Student Support and the Quality Improvement & Enhancement Manager would report to the new Vice Principal – Teaching, Learning & Quality.

The Marketing & Communications Manager and Learning Resources / IT Manager now report to D Pullein. A new Director of Skills has been appointed at Achieve Through Learning.

D Whitehead stated he was confident the right structure is in place moving forward.

The Corporation noted the revised Management Structure.

DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 30 April 2019 at 4.00pm (Hunslet Campus Phase 2, Classroom 1), which will be preceded by a Student Discussion at 3pm.

The Chair noted that this was M Townsend's last meeting and thanked him for his contribution and input to the Board. On behalf of the Board she wished him every success in his new job.

Signed for Distribution:
(Chair)

Date:

Approved:
(Chair)

Date: